



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20030038

**OPEN:** 02/21/2003

**CLOSE:** 03/21/2003

**POSITION VACANT:** Director, Division of Chemical and Transport Systems, Directorate for Engineering

**LOCATION:** Arlington, Virginia

The National Science Foundation Directorate for Engineering (ENG) is seeking qualified candidates for the position of Director, Division of Chemical and Transport Systems (CTS). CTS funds research that contributes to the knowledge base of a large number of industrial manufacturing processes and also to some natural processes that involve the transformation and transport of matter and energy. The transformation processes may be chemical, biological, physical, or a combination of these. The industrial processes involve a wide range of technological pursuits and are found in such industries or areas as aerospace, electronics, chemicals, recovery of natural resources, the environment, petroleum, biochemicals, materials, food, power generation, and allied activities.

CTS also supports research that involves the development of fundamental engineering principles, process control and optimization strategies, mathematical models, and experimental techniques, with an emphasis on projects that have the potential for innovation and broad application in areas such as the environment, materials, and chemical processing. These principles are also applied to naturally occurring systems such as rivers and lakes, coastline areas, and the atmosphere, especially in populated areas. Special emphasis is on environmentally benign chemical and material processing.

**Senior Executive Service (SES) Limited Term Appointment** The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Appointment on an SES Limited Term basis will be at the ES-1 to ES-4 range (currently \$129,874 - \$142,500). Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions.

**Intergovernmental Personnel Act (IPA) Assignment** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA may be made for a period up to two years. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution.

**Reimbursable Interagency Detail** Federal employees may be detailed from one agency to another under an interagency agreement. Under such an agreement, the individual would retain current employment status at the home agency and NSF would provide funding toward the detailee's salary and benefits.

**STATEMENT OF DUTIES:** Serves as a member of the ENG Directorate leadership team, directs activities of the Division of Chemical and Transport systems (CTS), and serves as the Foundation's principal spokesperson in the areas supported by the Division. Assesses needs and trends in research and education related to the Division's programs, implements overall strategic planning and policy setting, provides leadership and guidance to Division staff members, determines funding requirements, prepares and justifies budget estimates, balances program needs, allocates resources, oversees the evaluation of proposals and recommendations for awards and declinations, and represents NSF to relevant external groups. Fosters partnerships with other Divisions, Directorates Federal agencies, professional scientific and engineering organizations, and the academic community.

## QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

### Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the conduct and support of engineering research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results-Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating both disciplinary and multidisciplinary engineering research programs. Includes the ability to make timely and effective decisions, to produce results through strategic planning, the implementation and evaluation of programs and policies, and to balance complex and diverse program demands within available resources.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of engineering research and education and to foster partnership. Includes the ability to coordinate organizational strategy and initiatives with representatives of the engineering and scientific communities, including academic researchers and those responsible for the administration of research and educational institutions. Includes ability to interact constructively with Federal officials, representatives of professional organizations and the public sector.

## PROFESSIONAL/TECHNICAL

### Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in Chemical Engineering or closely related discipline.
2. Substantial research contributions and strong evidence of scholarship in areas related to chemical and mechanical engineering research and education.
3. Demonstrated ability to work effectively on interdisciplinary matters and with scientific and technical staff from many disciplines.
4. Demonstrated knowledge of relevant academic community and recognized professional standing in the scientific community as evidenced by publications and/or professional leadership and awards.

### Desirable

1. Demonstrated broad knowledge of diverse fields of engineering and complex research objectives.
2. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in engineering research support.

## GENERAL INFORMATION

The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.

## **APPLICATION INSTRUCTIONS**

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

- 1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at [www.opm.gov/forms/html/of.htm](http://www.opm.gov/forms/html/of.htm).
- 2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**
- 3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

## **APPLICATION SUBMISSION**

Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20030038, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage [www.nsf.gov](http://www.nsf.gov). The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER